

**COMMONWEALTH OF MASSACHUSETTS**  
**OFFICE OF THE COMPTROLLER**  
**PROCUREMENT UNIT CONTRACT REVIEW FORM**



The purpose of this form is to indicate issues with the attached submitted documentation. Please return this form with the corrected documentation. I can be reached at (617) 973-XXXX and my fax is (617) 973-2500.

TO:  
DEPT:  
FROM:  
DATE: May 1, 2003

**ANY CHANGES MADE MUST ALSO BE CHANGED ON THE OFFICIAL RECORD COPY**

Each transaction(s) listed below is returned for the reasons indicated:

TRANSACTION	OBJ	AMOUNT/MSA VENDOR	TRANSACTION	OBJ	AMOUNT/MSA VENDOR

**REQUIRED DOCUMENTS ARE MISSING, INCOMPLETE OR INCORRECT AS INDICATED**

**Commonwealth Terms and Conditions: (CC, LO, MSA Table Update Form, SC, SM)**

1	Original Commonwealth Terms and Conditions or Commonwealth Terms and Conditions for Human and Social Services is not registered on the MMARS VEND Table
12	Required fields incomplete (TIN#, Vendor Name, Original Signature)
13	Document has been physically or electronically altered

**Comm-PASS**

17	Incorrect Comm-PASS page submitted. Resubmit Comm-PASS page with 'Contract' indicated in the upper right hand corner.
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**Standard Contract Form\Amendment Form: (CC, LO, MSA Table Update Form, SC, SM)**

14	Standard Contract Form /Standard Amendment Form requires signature by Department and Contractor
16	Standard Contract Form/Standard Amendment Form has been physically or electronically altered
4	Department signature missing/not dated. Signatures and dates must not be typed.
3	Contractor signature missing/not dated. Signatures and dates must not be typed.
15	Signature not authorized by Department Head/Secretariat (random review). See OSC Fiscal Year memo 2003-5
5	Standard Contract Form /Standard Amendment Form not completed properly (see details in COMMENT SECTION)
2	Standard Contract Form/Standard Amendment Form missing
18	Copy of one of the following missing: Request for Response (RFR), Application, Solicitation or Justification for exception.
19	RFR and/or Response not clearly identified
10	Winning Bidder'/Applicant Response missing
20	Unsuccessful bidder information must be kept in the Department's procurement file. Please remove from this document and resubmit.

21	Consultant Contract Mandatory Submission Form (HH and NN Contracts Only) required for all departments per M.G.L. C.29, 29A and C. 7A, Sec.6. Non-executive branch Departments only need to complete middle section per C. 7A, sec.6 (financial disclosure).
22	Contract Employee Description of Services is missing or incomplete
23	Contract Employee Resume or Statement of Qualifications is missing or incomplete
24	Budget/Rate Schedule is missing or incomplete.
11	Contractor Signatory Authorization Verification Form or Attached Verification Documentation (Required for All Contracts > \$50,000) is missing or incomplete
25	Contractor TIN# and Name does not match transaction document or MMARS entry
6	Dates of Performance on Contract do not match MMARS entry.
26	Dates of Performance listed on the Standard Contract Form or the encumbrance are not in accordance with the initial duration indicated in the RFR
27	"Open Order" Vendor Code Encumbrance Request for Approval is missing or incomplete.
	<b>THE ITEMS BELOW PERTAIN TO HUMAN AND SOCIAL SERVICE CONTRACTS ONLY (OBJECT CODES: M03, MM3,)</b>
28	Attachment 1: Program Cover Page is missing or incomplete
29	Attachment 2: Performance Measures is missing or incomplete
30	Attachment 3: Fiscal Year Program Budget is missing or incomplete
31	Attachment 4: Rate Calculation/Maximum Obligation Calculation Page is missing or incomplete
32	Attachment 5: Non-Reimbursable Cost Program Offset Schedule is missing or incomplete
33	Attachment 6: Capital Budget is missing or incomplete
	<b>THE ITEMS BELOW PERTAIN TO REAL PROPERTY ONLY (OBJECT CODE: G01)</b>
34	Approved DCPO Form 3 (Transaction Approval Form) is missing or incomplete
35	Approved DCPO Form 4 (Agreement Termination) is missing or incomplete
36	Exhibit E (for change of ownership) is missing or incomplete
37	Exhibit F (for change of ownership) is missing or incomplete
38	Exhibit G-1 or Exhibit G-2 whichever is applicable (for change of ownership) is missing or incomplete
	<b>THE ITEMS BELOW PERTAIN TO CONSTRUCTION CONTRACTS ONLY</b>
39	Payment Bond is missing or incomplete
40	Performance Bond is missing or incomplete
	<b>THE ITEM BELOW PERTAINS TO GRANTS ONLY (PP SUBSIDIARY)</b>
41	A copy of the Department's Legislative Authorization stating that Grants of financial assistance may be made from this appropriated state funded account (appropriation types 01 and 02) to non-public entities must be attached as part of the contract package.
	<b>DEPARTMENT REQUEST</b>
63	Document returned to Department per Department request (see details in COMMENT SECTION)

#### TRANSACTION DEFICIENCIES AS INDICATED

#### MMARS Transactions (CC, LO, MSA Table Update Form, SC, SM, SR)

42	Transaction not entered in MMARS
43	Transaction not properly completed or rejected in MMARS (see error on attached screen print or details in COMMENT section)
44	MSA Table Update Form is missing or incomplete
7	Incorrect Object Code for Contract Description (see Expenditure Classification Handbook)
45	Separate Object Code Required for Travel Reimbursement & Expenses (see 98 object code series)
46	Transaction Document Maximum Obligation Does Not Match MMARS Entry
8	Transaction Current Fiscal Year Obligation and Out-Years Do Not Match Contract Maximum Obligation
47	Out-Year Completed Incorrectly. Current Fiscal Year must be on unique line. All Out-Years Must Be On Separate Accounting Lines.

	<b>48</b>	Signature not authorized by Department Head/Secretariat (random review). See OSC Fiscal Year Memo 2003-5
	<b>9</b>	Transaction Document Does Not Contain Authorized Signatory Certification Statement (See MMARS Memo 220 & 220A)
	<b>49</b>	SC Input Form or screen-print needs to be a live signature by a Department authorized signatory.
	<b>50</b>	SC Transaction Does Not Reference SR (RPT 670A)
	<b>51</b>	SR (RPT 670A) Document Missing Secretariat Approval
	<b>52</b>	Attorney General Review Form For Attorneys Providing Legal Services is missing or incomplete (H09 & N03)
	<b>53</b>	SR Department and Secretariat signatures and dates must be live. Date stamped or typed is not acceptable
	<b>54</b>	SR signature dates earlier then 670A Report date.
	<b>55</b>	SM (RPT 671A) Missing Secretariat Approval (Only applicable in instances where original contract classification required an SR. See Expenditure Classification Handbook for further guidance)
	<b>56</b>	SM Department and Secretariat signatures and dates must be live. Date stamped or typed is not acceptable
	<b>57</b>	Program Code Field (PROG) on SC/SM not completed ( <b>for object codes M03, MM3 only</b> )
	<b>58</b>	Construction Contract transaction requires use of CC transaction type because it is Appropriation Account Type "02" Bond Fund Accounts. <b>Please refer to MMARS Memo #136.</b>

**COMPTROLLER PEND 5 NOT REQUIRED FOR THE REASONS INDICATED BELOW. RETAIN THESE DOCUMENT (S) AS PART OF THE DEPARTMENT'S PROCUREMENT FILE FOR THIS CONTRACT (S)**

	<b>59</b>	Approval covered by Department's transaction delegation authority
	<b>60</b>	Transaction under \$1,000.
	<b>61</b>	Transaction references a Statewide Contract or Departmental MSA

**COMPTROLLER NOT OFFICIAL RECORD COPY KEEPER**

	<b>65</b>	This document has not been processed in MMARS due to non-compliance with Office of the Comptroller Policy Memo 305. Please resubmit a copy for PEND 5 processing.
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**OTHER**

	<b>62</b>	Confidential client information does not belong as part of the procurement documentation
	<b>64</b>	Other

**COMMENTS:**